



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Transportation Division of Operations Office of Maintenance Atlanta, Georgia 30334	Application Number 85-18	
Application Number		Date Received DEC 03 1984	Date Completed MAR 29 1985
2. Person to Contact Herman T. Griffin		Working Title Administrative Officer	Telephone Number 656-5314
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1974 To Date		5. Records Series Title (followed by title used in office, if different) Maintenance Engineer's Subject Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? Division of Operations provides staff support to the Department in the areas of Maintenance, Traffic and Safety, Utilities, Equipment Management and District supervision. Office of Maintenance is responsible for maintenance of State highways and bridges; asphalt plant operations, bridge inspection, Emergency Operations Center, Sign Shop and Centerline Shop.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Directing the activities of the Office of Maintenance. The series is filed in two groups. One is known as the General File and the other as the County File. Included are: but not limited to, are inter-department and intra-department correspondence, letters and reports concerning the functions and tasks of the Office of Maintenance which include, accident reports, project allotments, asphalt plants, travel authorization, bridge inventory and inspection, concrete plants, pavement, equipment inventory, goals, FHWA correspondence, transportation bills, permits and enforcements, priority array, railroad grade crossings safety improvements, slurry seal, highway changes, traffic and safety and utilities. The County File contains project information and requests. File is arranged: General File is filed alphabetically by subject. County File is filed alphabetically by County.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>daily</u> ; Seven to twelve months old <u>daily</u> ; Thirteen to twenty-four months old <u>5</u> ; twenty-five months and older <u>1</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>4</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

X	a. Is this the official copy of the series? If not, where is it?
X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law | _____ years. | d. Audit period | <u>3</u> years. |
| b. Statute of limitation | _____ years. | e. Administrative need | <u>5</u> years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Need to retain information for reference to pass decisions.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 3 year(s); then and until all audits are completed;
☐ Transfer to local holding area; hold _____ year(s); then then
☒ Transfer to State Records Center; hold 2 year(s); then
☒ Destroy. NOTE: These files may not be destroyed until all audit questions are resolved.
☐ Transfer to State Archives for permanent retention.
☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	<u>11/28/84</u>	<i>Martha B. Beck</i>	<u>11/30/84</u>
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	<u>3/13/85</u>
		Secretary of State/Designee	<u>3/11/85</u>
		Attorney General/Designee	<u>3/11/85</u>